



# National Science Foundation

## *Competitive Position Vacancy*

**ANNOUNCEMENT NO:** C20010059

**OPEN:** 12/01/00

**CLOSE:** 12/22/00

**POSITION VACANT:** Contract Specialist, GS-1102-9/11. Salary ranges from \$35,310 to \$55,541 per annum.

**PROMOTION POTENTIAL:** Contract Specialist, GS-1102-11.

**LOCATION:** Office of Information and Resource Management, Division of Administrative Services, Facilities and Operations Branch, Arlington, VA.

**BARGAINING UNIT STATUS:** This position is included in the Bargaining Unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VII.

**AREA OF CONSIDERATION:** Government Wide. Applicants with competitive civil service status or eligibility for reinstatement in the Federal service will be considered, as well as candidates eligible for appointment under special noncompetitive appointing authorities.

**DUTIES AND RESPONSIBILITIES:** The incumbent's assignments involve handling a wide variety of actions and problematic issues, including procurement of a complex nature using sealed bid and/or negotiation procedures and the administrative of a group of requirements contract. Representative duties include:

- Performs reviews and analysis of assigned procurement requirements. Determines adequacy of specifications and/or work statement and obtains any required additional information by coordinating with the initiating activity. Determines that justifications for noncompetitive procurements are realistic, adequate and meet the requirements of the Federal Acquisition Regulation (FAR).
- Responsible for the preparation of request for proposal (RFP) or request for quotations (RFQ) and preparation of Commerce Business Daily (CBD) synopsis. Conducts pre-solicitation and/or proposal conferences to allow potential offerors the opportunity to pose ideas and/or questions related to the procurement.
- In sealed bid acquisitions, insures that the bid schedule is properly structured; prepares the solicitation; determines sources to solicited; processes protests and determines the responsiveness of bids; determines the responsibility of the apparent low bidder based on an analysis of financial and technical information gained during the pre-award survey; and, awards the contracts or recommends award of the contract to the supervisor.
- Provides technical assistance to other procurement personnel in all phases of contract administration and contract termination functions.
- Interprets contract provisions for contractors and officials of NSF. As appropriate, provides advice and guidance with regard to pending procurement action. Negotiates contract modifications.
- Participates in pre-award and post-award conferences, as each particular situation requires. Conducts conferences and face-to-face meetings with the technical personnel and contractor representatives on a wide variety of technical, procedural, administrative and legal problems.
- Prepares change orders and supplemental agreements. Initiates correspondence to contractors. Provides over-all follow-up inquiries on progress of work under the contract and represents the Government in action as to determining liability for loss or damage to Government property, discussing means of preventing default or determining overall contractor performance.
- Reviews and accomplishes small purchases using the automated procurement system. Researches sources of supply, determining applicability of mandatory sources vs. commercial.

**QUALIFICATIONS REQUIRED:** The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Applicants are required to meet one of the following two basic requirements: A) a 4 year course of study leading to a bachelor's degree with a major in any field; or B) At least 24 semester hours in any combination of the following fields: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. In addition to meeting the basic requirements in A or B above, applicants who are qualifying based on experience must possess at least one year of specialized experience in accordance with the Qualification Standards Handbook. To qualify on the basis of education for GS-9 requires 2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree or L.L.B or J.D. To qualify on the basis of education for GS-11 requires 3 full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree. The graduate or higher level education must be in one or a combination of the following fields: accounting, business finance, law, contracts purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable. Applicants must possess one year of specialized experience at the next lower level for which they are applying. **Special Inservice Placement Provision:** Employees who have continuously encumbered GS-1102 positions since 1/1/98 or earlier will be considered to have met the standard for positions they occupy on 1/1/00; they are considered to meet the basic requirements for positions through GS-12. **Specialized Experience:** is experience which demonstrates the knowledge, skills, and abilities required to develop, prepare and present terms and conditions in bids or proposals related to the award contracts. **Time-in-Grade Requirement:** Completion of one year of service in a position no more than one grade lower than the grade for which you are applying.

**QUALITY RANKING FACTORS:**

- Knowledge of Federal Acquisition Regulations, contracting policies and techniques required to process procurement actions in competitive and sole source environments.
- Ability to provide quality customer service and support to a diverse customer base by assessing customers' needs and satisfying customers' expectations.
- Ability to communicate effectively, including preparing and presenting information and recommendations, negotiation memoranda, and other documents.
- Skill in using information technology software, such as Automated Procurement Systems, MS Office, Excel, MSWord, MS Outlook, and the Internet.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal and awards will also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement, which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits

earned and indicate whether semester or quarter hours. • Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly indicate your specific eligibility and provide proof with your application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality ranking factor.

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, Application for 10-Point Veteran's Preference, along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010059. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Madalyn Chisley, on (703) 292-4350. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

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